

Subject: Re: \$650 Credit - Pending Invoices - Hometown News
From: Donald Duckworth <duckworth.donald@gmail.com>
Date: 02/22/2017 11:41 AM
To: Cynthia Rogers <westchester.cfm@gmail.com>
CC: "Bob Robert Smith, WCFM" <resmith@earthlink.net>, Miki Payne <Miki@hbdrollinger.com>, Les Watt <les@blacktievalet.com>

Thank you.

On Wed, Feb 22, 2017 at 11:10 AM, Cynthia Rogers

<westchester.cfm@gmail.com> wrote:

Thanks Don, copy that! I'll get a new invoice and loop through, more soon,
Best,
Cynthia

Sent from my iPhone

On Feb 22, 2017, at 10:27 AM, Donald Duckworth

<duckworth.donald@gmail.com> wrote:

Yes, we should have a new invoice, which tracks all of this in writing. Then it should be signed by "CR" as "approved" with a date and forwarded to me. I suggest it be directed particularly to me (with copies to others if you need to do that) so that I know it's something important. Emails directed to multiple parties are, in my experience, usually not that important or needing of my personal attention, and tend to receive a commensurate level of attention from me; I may not even open such emails if it's a busy day. After I receive the invoice, I'll mark it "approved" (or not, in which case, I'll contact CR) and forward it to Bob Smith for payment. Bob will then prepare a check and return that to the Drollinger offices for signatures. This can be done as quickly as 1 day but we prefer to allow a week or so for completion. We would also like to "batch" our invoices so that all of us can be more efficient with our time; maybe CR could collect invoices for payment every 2 weeks, unless there is a special urgency.

This is exactly the procedure, and the only regular procedure, that the BID uses to pay its bills. It's worked well for many years. I'm guessing that we owe that to the "schooling" we've received from Bob Smith. Thank you Bob!!

It seems like we're on the straight and narrow at this point. Let me know as I can assist in any way.

On Tue, Feb 21, 2017 at 4:21 PM, Cynthia Rogers

<westchester.cfm@gmail.com> wrote:

Hi Don, Bob,

Per below, in trading with Stephanie she found two cashed checks that pre-dated our recent ads (for the 4th of July ad). She was paid \$650 twice for that 4th of July ad and has offered a \$650 credit to off-set the incoming invoices. In total, we owe her for Sept/Oct/November of 2016, and February 2017 (\$350/month for a total of: \$1400 minus the \$650 credit for a total of: **\$750**). Please advise - want a new invoice to reflect the credit and total pending amount? Just let me know and I'll loop through,

Best,

Cynthia

----- Forwarded message -----

From: **HomeTown News** <westchesterhometown@yahoo.com>

Date: Tue, Feb 21, 2017 at 4:06 PM

Subject: Re: Pending Invoices - Hometown News (\$350/month)

To: Cynthia Rogers <westchester.cfm@gmail.com>

Hi Cynthia,

Thanks for following up. After I sent the first email, I received a check for the Dec/January invoice.

I went through all the records again, and found two cashed checks for \$650 which both seem to be credited for the 1/2 page ad that was placed in the Fourth of July parade issue. So, that looks like an error on my end. The checks are 0993 (temporary check) and 001004.

With that credit, the amount owed for Sep/Oct/Nov and February is \$750.

Hopefully that clears everything up. Please let me know.

Also, please send me the ad for March when you get a chance.

Best,
Stephanie

HomeTown News

[\(310\) 641-1016](tel:(310)641-1016)

Westchester / Playa / Marina

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Please note: Due to the volume of submissions we receive, there is no guarantee that any press release or calendar item will be published.

From: Cynthia Rogers <westchester.cfm@gmail.com>
To: HomeTown News <westchesterhometown@yahoo.com>
Sent: Tuesday, February 21, 2017 8:31 AM
Subject: Pending Invoices - Hometown News (\$350/month)

Hi Stephanie,

Can you check with your accounting, looks like we do have pending invoices although our records reflect that December for \$350 and January for \$350 were paid. If that is the case, we would owe you for the remainder of 2016 Fall months, Sept/Oct/November, and for this current month, February, at \$350 for each month would be getting you a check for: \$350 x 4 months (Sept/Oct/Nov of 2016, February of 2017) for **\$1400** to bring us up to date. Is that consistent with your records?

Thank you for all your help in clarifying, promise we will be good to go following!

Best,

Cynthia

Begin forwarded message:

From: HomeTown News <westchesterhometown@yahoo.com>
Date: February 10, 2017 at 10:52:46 AM PST
To: Cynthia Rogers <westchester.cfm@gmail.com>
Subject: February Invoice
Reply-To: HomeTown News <westchesterhometown@yahoo.com>

Hi Cynthia,

Please find attached the invoice for February. Also, I was just going through my records and the invoices from September on have not been paid. Please advise.

Best,
Stephanie

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Cynthia Rogers
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